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Deputy Secretary

## Maryland Department of General Services

Administration • Facilities Operations & Maintenance  
Facilities Planning, Design & Construction • Procurement & Logistics • Real Estate

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**This is a position specific recruitment. The eligibility list will be used to fill numerous positions/functions with the Department of General Services Police located in Baltimore, Annapolis and Camp Fretterd.**

***If you recently applied for DGS Recruitment 04-4126-906, you need not re-apply for this recruitment.***

**Please mail your completed State application to:  
DGS Personnel Division, Room 1309  
301 W. Preston Street, Baltimore, MD 21201**

**RECRUITMENT FOR: POLICE OFFICER II (04-4126-907)**  
(List both the title and announcement number on your application.)

**SALARY: \$29,501 - \$45,205 (Grade 12)**

**CLOSING DATE: Open and Continuous**

**POSITION DUTIES:** This is the full performance level of law enforcement work learning to enforce laws, rules and regulations governing the safety and protection of personnel and State property. Employees in this classification do not have supervisory responsibility.

**MINIMUM QUALIFICATIONS:** Each candidate must possess:

Education: A high school diploma or GED

Experience: Six months of experience as a certified law enforcement officer.

At the time of application, applicants **must be certified** as Police Officers by the Maryland Police Training Commission. Other applicants who are eligible for certification or re-certification, as determined by the Commission, may be provisionally placed on the eligibility list. Certification status will be verified during the application review. Please include with your application **either:**

(a) photocopy of **current** Police Officer Certification Card; **or** (b) documentation showing service and certification from a bona fide police department within the past three years; **or** (c) a Retirement Certificate from a bona fide police department within the past three years.

**In addition,** please provide detailed information on any specialized training courses taken since completion of the Police Academy.

Notes:

1. Applicants formerly certified by the MPCTC as a police officer or Special Police Officer within the past three years who are eligible for recertification at the time of appointment meet the certification requirement for this classification. The recertification criteria are listed in the Code of Maryland Regulations Title 12, Subtitle 04, Chapter 01, available at the MPCTC.
2. Police Officers in the State of Maryland are currently enrolled in the Law Enforcement Officers Pension System.
3. The above educational requirement is set by the MPCTC in accordance with Article 41, Section 4-201.
4. Selection standards for police officer certification are established by the MPCTC in accordance with Article 41, Section 4-201 of the Annotated Code. These selection criteria are listed in the Code of Maryland Regulations Title 12, Subtitle 04, Chapter 01 and include the following: (a) U.S. citizenship; (b) must be at least 21 years of age; (c) a satisfactory background investigation; (d) physical examination to include drug testing; and (e) an oral interview
5. Employees may be required to take psychological testing and/or a polygraph exam.
6. Employees are subject to call 24 hours a day, and therefore, will be required to provide the employing agency with a telephone number at their place of residence.
7. Employees in this classification may be assigned duties that require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.
8. Employees in this classification may be required to bear firearms and to demonstrate practical knowledge and proficiency in the safe use and care of firearms on a periodic basis.
9. Employees in this classification are subject to substance abuse testing in accordance with the Code of Maryland Regulations 06.01.09, Testing for Illegal Use of Drugs.

**SELECTION PROCESS:** Applicants who meet the minimum qualifications will be ranked as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED and placed on the employment (eligible) list for at least one year.

**EXAMINATION:** A structured rating will evaluate the candidates' knowledge, skills, and abilities as they relate to the duties of these job classifications.

**TO APPLY:** Applications will be evaluated based on the materials submitted in relation to the above position responsibilities and requirements. Therefore, it is important to provide complete and accurate information. Please include the title of the position for which you are applying, as well as the announcement number, on your State application (MS 100).